Environmental Sciences and Pollution Management User Guide

COVERAGE

Environmental Sciences and Pollution Management provides comprehensive coverage of the environmental sciences from 1967 onwards, is updated monthly and is international in scope. **It is not a full text database** – it will provide you with bibliographic information such as the author, title of the article, the journal it was published in, volume, part, pages and year of publication. You will need to click on the **UU Find It** button, displayed on each result, to check if a link to the full text is available.

Access

Log on to the Portal at portal.ulster.ac.uk.

Click on the **Learning Resources** tab.

Click on the **Databases** link, displayed under **Key Services**, on the right hand side of the screen

At the "Library Databases Sorted Alphabetically" screen, **click on E** on the A-Z list.

Scroll down and click on **Environmental Sciences and Pollution Management.**

SEARCHING

Quick Search

- Key in your search terms in the box provided. You can enter a single word, phrase or combine separate terms together. (See **Search Tips** below).
- Click on the downward pointing arrow at *Date Range* to select a time period from the menu displayed.
- Click on *Search.*

For information on results found, see the **Viewing Results** section below.

Advanced Search

- Click on the Advanced Search tab.
- Key in your search terms in the boxes provided, using the drop-down menus to select the fields (areas within the record) you wish to search: **Anywhere, Keyword, Author, Title**

etc. Combine the terms using **AND, OR** and **NOT**. See **Search Tips** below for more details on combining terms.

- At *Date Range* select a range of years to search within.
- Tick in the checkboxes to limit your search to *Latest Update, Journal Articles Only* or *English Only.*
- Click on *Search.*

For information on results found, see the **Viewing Results** section below.

Search Tips

Combine terms

Use **AND** to specify that both terms must appear in each record found, for example: *air pollution* AND *fossil fuels*

Use **OR** to specify that either or both of the terms must appear in each record, for example: *water purification* OR *water treatment*

Use **NOT** to search for one term but not the other, for example: *pollution* NOT *pesticides* will find records which include the term pollution but not the term pesticides.

Phrases

To find words in a phrase simply type in the phrase, for example: *air pollution*

Truncation and wildcards

An asterisk * can be used to search for any word beginning with a set of characters, for example: *flood** will retrieve flood, floods, flooded, flooding etc.

* may also be used to represent any number of characters within a word, for example: use *colo*r* for color or colour.

The symbol ? can be used to represent a single character within or at the end of a word, for example: *wom?n* will find woman or women. ?? represents 2 characters, ??? 3 characters and so on.

Search Tools

Click on **Search Tools** to view your search history – a list of the searches you've performed during your current search. You can also combine results from two or more searches from the current search history, or combine the results of current searches with new search terms. Use "AND" or "OR" to combine searches.

VIEWING RESULTS

The total number of results found in all of the databases searched is displayed at the top of the screen.

You can view results by **Publication Type** – All Publication Types, Journals, Peer-Reviewed Journals, Books, Conferences, etc. Click on the appropriate tab to make your selection.

Each record displayed will include title, author(s), source and abstract (summary of the article) information. Click on the title or on *View Record* to display more information for each record including a fuller abstract (summary of the article).

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  Click on the **UU Find It** button to check if the Library provides access to the document you need. You may be directed to an electronic journal or database that you can view the full text from or to holdings information in the Library Catalogue (so that you can locate the journal on our shelves). Click on the link to the option you wish to use. If a full text source cannot be identified use our **Document Delivery Service** to request the item from another Library.

- **Full-Text**

  If available, click on **Full-Text** to link directly to the full text of the document required.

- **Marking**

  You can mark (select) records by ticking in the box to the top-left of each record. You can output these marked records using the Save, Print, Email function or export them using RefWorks.

PRINTING, SAVING AND E-MAILING

Click on the **Save, Print, Email** button. Select records for output. Use the drop down menu to specify a format for results to be displayed in.

Email: type in your email address in the **To:** box provided. Click on the **Email** button.
Save: Select the correct file format – PC, Macintosh or Unix and click on the **Save** function.

Print: Click on **Print Preview**, go to **File** and **Print** and print the required pages. To close the Print Preview window click on the **x** in the top right hand corner.

Please remember that **you will not be outputting the full-text** when you use any of the three options above. To save, print or email a full-text article you need to do this when you are viewing the article on the screen.

- **Export to RefWorks:** Use this link to export your references to the RefWorks Bibliographic Manager service. This is also available as a separate function on the Results screen.

HELP

Click on the **Help & Support** button near the top right of screen.

EXIT

Click on **Logout**.
Close the browser window and return to the Portal.

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